

REQUEST FOR PROPOSAL

PENSION ADMINISTRATION SOFTWARE SERVICES

The Lynn Contributory Retirement Board (“Board”) is seeking proposals from qualified firms to provide Pension Administration Software Services on behalf of the Lynn Contributory Retirement System (“System”); comparative judgments of technical factors will be necessary. The Board believes that the firm serving in this capacity must have a broad range of experience with pension and pension asset management software systems. The firm serving in this capacity must also have experience in M.G.L. c. 32, and be very familiar with PERAC, the Public Employee Retirement Administration Commission in Massachusetts, and its guidelines. The firm serving in this capacity must have working knowledge of the appropriate portions of the Code of Massachusetts Regulations related to the various provisions of M.G.L. Chapter 32 §23B and be prepared to comply with §23B.

I. General Information and Bid Submission Requirements

- Submissions must be received no later than 12:30 pm EST on or before April 30th, 2021 by the Lynn Contributory Retirement Board at City Hall, 3 City Hall Square Rm 106, Lynn, Massachusetts 01901. (“Submission Deadline”)
- Information concerning this RFP must be submitted in writing via email to: Gary Brenner, Executive Director, Lynn Contributory Retirement Board at lynnret@gmail.com no later than 12:30 pm EST on or before April 28, 2021.